

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.

JOB INFORMATION

Agency Name:	Department Of Fire Services
Official Title:	Administrator V
Functional Title:	Director of Human Resources
Occupational Group:	Human Resources Managers
Position Type:	Management Non-Civil Service
Full-time/Part-time:	Full-Time
Salary Range:	\$38,067.12 to \$79,535.85
Bargaining Unit:	None
Shift:	Day
Number of Vacancies:	1
Confidential:	No
City/Town Location:	Stow
Facility Location:	Stow, MA
Region:	Central
Application Deadline:	09/29/2006
Posting ID:	11691

Duties:

GENERAL STATEMENT OF DUTIES:

The Director of Human Resources oversees and coordinates all elements of human resource management including recruitment and employment, orientation, salary administration, employee classification, employee and labor relations, benefits administration, employee recognition programs, payroll administration, worker's compensation, unemployment compensation, compliance with employment laws and regulations, employee development, human resource data management and performance evaluation systems. The position is responsible for the administration of the various collective bargaining agreements.

CORE DUTIES:

Develops and implements strategic plan for organizational development including human resource policies, programs and services including: recruitment, selection, retention, legal compliance, record-keeping, compensation and benefits administration, performance management, professional development, labor and employee relations, worker's compensation and unemployment compensation.

Recommends policies and procedures for all human resource functions to the State Fire Marshal; provides interpretation of policies and procedures to supervisors and employees, and is responsible for the development of related manuals and handbooks for dissemination to employees.

Serves as internal consultant for supervisors in dealing with employee performance and disciplinary issues. Serves as hearing officer for grievances.

Meets with DFS executive staff and management team on a regular basis to ensure resolution of human resource issues within the DFS.

Administers collective bargaining agreements and other employment related policies and procedures.

Oversees the maintenance of employee data in a manner that complies with current collective bargaining agreements and applicable laws.

Provides advice and guidance on compliance with collective bargaining agreements, laws and regulations governing employment.

Oversees the development of training programs and employee recognition programs.

Oversees payroll office in the management of the internal payroll system and the processing of the State HR/CMS payroll for all employees and contractors. Ensures that payroll is processed timely and correctly; payroll reconciled every pay period.

Manages development and administration of contractor's contracts, including initial hiring and reviews.

Administers employee salaries according to approved policies and contractual salary provisions and provides salary data and salary recommendations on appointments to executive staff.

Manages affirmative action plan, serves as principle contact for all issues regarding affirmative action, sexual harassment. Investigates discrimination complaints. Works with the Civil Rights Officer to ensure non-discrimination in employment practices and to promote diversity within the department.

Participates as member of executive team in strategic planning and budget processes. Prepares financial, labor and personnel reports.

Oversees and/or conducts orientation sessions for new employees.

Participates in statewide human resource efforts such as contract negotiations, HRD Task Forces, monthly Secretariat HR Directors meetings, and other special projects and/or assignments.

Administers elements of risk management to ensure workplace safety and by controlling costs (to the extent practicable) with respect to worker's compensation and unemployment compensation.

SUPERVISION RECEIVED:

The Director of Human Resources reports directly to the Director of Operations and functionally supervised by the Secretariat Director of Human Resources.

SUPERVISION GIVEN:

Supervises and mentors the payroll and Human Resources staff.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) five years of full-time, or equivalent part-time, professional, administrative, supervisory or managerial experience in business administration, business management, or public administration and (B) of which at least four years must have been in a supervisory or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Master's or higher degree with a major in business administration, management, public administration, industrial engineering, industrial psychology, or hospital administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

SPECIAL REQUIREMENTS: None.

Preferred Qualifications:**MINIMUM QUALIFICATIONS:**

At least four years experience in human resource management.

Experience in administering and interpreting collective bargaining agreements.

Experience in labor negotiations

Experience in recruiting, selecting, onboarding, disciplining and managing employee separations

Experience in developing employee relations and communications

Experience in managing workplace safety

Experience in working with unions, resolving employee conflicts and handling grievances

Experience in handling employee complaints, specifically related to sexual harassment, violence in the workplace and domestic violations

Knowledge, Skills and Abilities required at hire:

-Working knowledge of state and federal employment laws and regulations

-Working knowledge and experience in appraising and managing performance

-Knowledge of Federal and State employment laws and regulations.

-Ability to develop and implement employee-related policies and procedures, such as time and attendance, leave administration, etc.

-Good communication skills and a record of effective team membership and team leadership.

Comments:**Application Instructions:**

TO ENSURE CONSIDERATION, 2 COPIES OF RESUME AND COVER LETTER (INCLUDE YOUR EMAIL ADDRESS) MUST BE RECEIVED BY 5:00 PM ON THE DEADLINE DATE. PLEASE REFERENCE JOB POSTING NO. 11691 ON ALL CORRESPONDENCE. NO FAXED, EMAILED, OR LATE RESUMES WILL BE ACCEPTED.

How to apply:

Mail cover letter and resume to:

Department Of Fire Services

P.O. Box 1025--State Road

Stow, MA 01775

Attn: John P. Burke, Director of Operations

Agency Web Address: <http://www.mass.gov/dfs>

Affirmative Action Officer: Mr. Thomas Leonard, (508) 567-3112